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**From:** Stevenson, Allan (DPH)  
**Sent:** Tuesday, June 24, 2008 10:44 AM  
**To:** Hanchett, James (DPH); Salem, Sharon (DPH)  
**Subject:** FW: New time sheets  
**Attachments:** Timesheet Alan Stephenson.doc

**Importance:** High

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**From:** Borne, Deborah (DPH)  
**Sent:** Friday, June 20, 2008 5:56 PM  
**To:** Stevenson, Allan (DPH)  
**Subject:** New time sheets  
**Importance:** High

Hi Cam,  
I don't know if you will still be working with us when this goes into affect (I heard rumors of retirement) but here is your new time sheet and this is the e-mail that everyone is receiving. You can still fax the time sheet to Kathy on the 6227 fax.

Here are the new codes for the time sheets. Supervisors are now required to approve (initial and **justify**) each instance of COM/OT on the timesheet with one of the following codes (see below). The revised timesheet is to **be implemented for the week starting June 29<sup>th</sup> 2008.**

Kathy Nawn X 6345 will be my back up while I am on vacation. Please use the new time sheets that I have attached and remember to use the new codes if necessary.  
I will be back 7/14/08.

Thanks  
Deb

Justification codes: (I)T repair services required, I(T) malfunction- lab services required, (E)quipment malfunction- lab services required, (F)acilities malfunction- lab services required, (L)ate specimen arrival- services required, (A)fter hours specimen arrival- services required, (R)equired specimen testing in excess of staffing capabilities, (O)ther: make specific comment.

*Deborah Borne*  
Deborah Borne  
State Laboratory Institute  
305 South Street  
Jamaica Plain, MA 02130

Tel (617)983-6392  
Fax (617)983-6227  
<mailto:deborah.borne@state.ma.us>